

Serving Victims Building Trust Restoring Hope

2016 NCVRW RESOURCE GUIDE | FREQUENTLY ASKED QUESTIONS

This Year's Format

Q. How can I access this year's Resource Guide?

A. Aside from the 22" x 28" Theme Poster, which shipped in the fall, this year's Resource Guide is **available exclusively online** at www.ovc.gov/ncvrw2016. As in years past, it includes all of the following resources:

- **Theme Poster**, available in two sizes—22" x 28" and 11" x 17"
- **Theme Video**, which highlights how serving victims and building trust restores hope and strengthens communities
- **Theme Artwork**—various outreach materials available in multiple electronic formats, in color and black and white, and English and Spanish
- **Public Awareness Posters**, also in multiple configurations
- **Resource Guide Section Content**, extensive educational resources to help you build a successful public awareness campaign

All components are available for free download in English and Spanish at www.ovc.gov/ncvrw2016.

Q. How can I be added to the mailing list for next year's Resource Guide?

A. To be added to the Office for Victims of Crime (OVC) distribution list for the NCVRW Resource Guide,

please sign up at https://puborder.ncjrs.gov/Listservs/Subscribe_NCVRW.asp. By signing up, you will receive:

- Any printed Resource Guide products, such as the 22" x 28" Theme Poster,
- E-mail notification when the Resource Guide is available to download from the OVC website, and
- Details concerning the National Crime Victims' Service Award Ceremony.

To unsubscribe, please visit https://puborder.ncjrs.gov/Listservs/Unsubscribe_NCVRW.asp.

Q. How can I receive more copies of this year's Theme Poster?

A. If you missed this year's Theme Poster mailing or would like additional copies, you can order the Theme Poster online for a small shipping fee. All materials, including the poster, are also available for free download. Visit www.ovc.gov/ncvrw2016 for all your viewing, printing, sign-up, and ordering options.

Q. Can I order a Spanish-language version of the Theme Poster?

A. A hard-copy of the 2016 NCVRW Theme Poster is available in English only; however, the 11" x 17" color version is available in Spanish and can be customized by your organization before printing. Visit www.ovc.gov/ncvrw2016 to access this and other Spanish-language customizable campaign materials.

Frequently Asked Questions

Technical Assistance Queries

Q. May I reproduce, modify, or repurpose the materials included on the website?

- A. Yes! To promote community awareness of crime victims' rights, all materials that use the 2016 NCVRW theme design developed by the Office for Victims of Crime are in the public domain, and copyright permission is not required. You may use any Resource Guide text verbatim and may also translate it into any language. The entire contents of the *2016 NCVRW Resource Guide*, including Resource Guide Artwork files, are available for download at www.ovc.gov/ncvrw2016.

Q. My internet access is slow/restricted. How can I view the 2016 NCVRW Resource Guide?

- A. If you are unable to download this year's Resource Guide components, please contact the National Center for Victims of Crime at (202) 467-8700 for assistance in accessing these materials.

Q. I want to use the 2016 NCVRW Theme Video at my event, but I won't have internet access. How can I play it?

- A. The NCVRW Theme Video, available at www.ovc.gov/ncvrw2016, can be streamed over the internet or downloaded onto a computer, flash drive, or other storage device for later playback. (Right-click on the video file and choose "Save Target As" to save to your hard drive or other device.) It can be played on a computer monitor or projected from a computer onto a screen or wall. If you are unable to use a downloaded file and require a disc of the Theme Video for use on a DVD player, please contact the National Center for Victims of Crime at (202) 467-8700.

Q. How can we arrange for a speaker at our event?

- A. The OVC Training and Technical Assistance Center (TTAC) can help you find expert consultants, victim service professionals, and survivors to speak at a conference; conduct a training designed to meet your organization's specific needs; conduct a needs assessment; or design, implement, and evaluate a training program. Contact OVC TTAC at:

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: 866-OVC-TTAC (866-682-8822)

TTY: 866-682-8880

Fax: 703-225-2338

E-mail: ttac@ovcttac.org

Website: www.ovcttac.gov

Training & Technical Assistance Online Requests:
<https://www.ovcttac.gov/views/HowWeCanHelp/dspHowWeHelp.cfm>

Q. How do I search for NCVRW events in my area or publicize an NCVRW event?

- A. Publicize your event with the OVC National Calendar of Crime Victim Assistance-Related Events at <http://ovc.ncjrs.gov/ovccalendar>. The OVC National Calendar offers a comprehensive list of events to help victims and victim service providers, allied professionals, and other interested individuals plan, promote, and locate events of interest to the victim service community in their area. Your submission will be reviewed and, if approved, posted on the web for public view. There is no charge for posting events.

Q. Where can I find additional information, services, and resources related to crime, victim assistance, and public safety?

- A. The National Criminal Justice Reference Service (NCJRS) is a federally funded resource offering justice and drug-related information to support research, policy, and program development worldwide with a range of services and resources, balancing the information needs of the field with the technological means to receive and access support. Visit <https://www.ncjrs.gov/index.html> to find the following:
- Extensive reference and referral services to help you find answers to your questions about crime and justice-related research, policy, and practice.
 - An information network—stay informed about new publications, grants, and funding opportunities, and other news and announcements.
 - RSS feeds.
 - Access to publications and other products through one of the largest criminal and juvenile justice libraries and databases in the world.
 - Conference information—learn about upcoming conferences by searching based on focus areas, geographical location, or dates. Increase exposure and participation at your upcoming conferences by adding your event to the calendar.
 - Additionally, NCJRS encourages contributions of publications, training curricula, videotapes, and other information resources from your organization.

Using the Artwork

Q. May we add our contact information and logo to the artwork you provided? May we use the artwork to create a custom outreach piece or invitation?

- A. Yes! Much of the Resource Guide Theme Artwork is designed with space to add your organization's contact information or logo, as are all the Public Awareness Posters. In fact, PDFs with fillable form fields are provided so you can easily incorporate your local information, giving victims a place to turn in their own community. (Download the free Adobe Reader at www.adobe.com.) The Theme Artwork source files may also be used to develop custom pieces.

Printing companies that use quality presses, inks, and paper will produce the highest-quality products and can often be found through referrals or a quick Internet search. Many local quick-copy vendors and office-supply stores (e.g., FedEx, Staples, Kwik Kopy) can also meet your printing needs and usually will be more cost-effective for smaller quantities. Your local printer or office-supply store staff can also help you format your piece, insert your contact information, or create a custom outreach product.

Please note that the use of all font files as well as the Public Awareness Poster images is restricted to reproduction only. For inquiries about licensing these elements for other uses, please contact the National Center for Victims of Crime at (202) 467-8700.

Q. I need help customizing this year's campaign materials. Where can I get assistance?

- A. If you would like help customizing this year's Theme Artwork—including button, bookmark, and ribbon card art—we recommend that you contact a local printing company, which can often be found through referrals or a quick Internet search. Choose a company that uses quality presses, inks, and paper, which will produce the highest-quality products. See above question for recommendations. Unfortunately, alternative versions of the Resource Guide Theme Artwork and the Theme Video are not available. If you encounter situations where you require versions of these products not included with the Resource Guide, we encourage you

Frequently Asked Questions

to submit your comments through the evaluation survey found at www.victimsofcrime.org/ncvrw/survey. Your input is essential as we develop next year's guide.

Q. Where can I find the NCVRW theme design for use in my organization's own campaign materials?

- A. The NCVRW theme design can be downloaded at www.ovc.gov/ncvrw2016. All Theme Artwork images (including logos, bookmarks, and letterhead) are available as JPG and PDF files, which may be inserted into your campaign materials. Should you wish to create your own design using specific elements of the 2016 NCVRW theme design, the Adobe Creative Suite source files for these designs are included as well.

Q. Is there a way to reprint the 8.5" x 11" Public Awareness Posters and NCVRW-specific Theme Artwork in a larger size?

- A. The artwork and posters are designed to print at specific dimensions and scaling them up or altering the width-to-height ratio may distort them. If you are thinking about producing a larger piece, contact your local printer or office-supply staff for printing assistance. *